



**Manpower Standard**

**★ WING HISTORY**

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. Wing historians collect, preserve, organize, interpret, and present historical data. This provides a historical perspective for planning, doctrine, operations, policy development and decision-making at all command levels. Wing History is responsible for the following activities: presenting historical information, compiling reports, maintaining the historical repository, and preparing for contingency deployment. This AFMS applies to all authorized wings and selected wing-equivalent organizations. It applies in peacetime only. This AFMS does not apply to Air National Guard or Air Force Reserve bases. It does not apply to locations that have undergone Office of Management and Budget (OMB) Circular A-76 Cost Comparison Studies. The primary governing directives for the establishment and operation of the Wing History function are AFPD 84-1, *History Program*; AFI 84-101, *Historical Products, Services, and Requirements*; AFI 84-102, *Historical Operations in Contingency and War*; and AFI 84-103, *USAF Museum System*. AFMAN 38-208, *Air Force Management Engineering Program (MEP), Volume 1, Processes* and *Volume 2, Quantification Tools*, are the governing manpower directives. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDB, 550 E Street East, Randolph AFB, Texas 78150-4451.

**★ SUMMARY OF CHANGES**

This AFMS supersedes AFMS 101A, 10 June 1994, to include all changes. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. This AFMS adds Davis-Monthan (355 WG), Holloman (49 FW), and Moody (347 WG) to variance 1, and removes Scott (375 AW) from variance 2. Changes are identified with a star (★).

**1. Core Composition.** This AFMS quantifies the fixed core manpower necessary for Wing History to support an authorized wing or wing equivalent.

1.1. **Core Manpower Required.** 1.

1.2. **Core Range.** None.

1.3. **Programming Factor.** None.

**2. Standard Data:**

2.1. **Approval Date.** July 1992.

2.2. **Man-hour Data Source.** Workshop Measurement.

2.3. **Manpower Equation.**  $Y = 1$  (Constant Manpower).

2.4. **Workload Factor.** Not applicable.

**2.5. Points of Contact:**

2.5.1. **Functional Representative.** CMSgt Ed Stevens, HQ USAF/HO, DSN: 297-5088.

2.5.2. **AFMEA Representative.** MSgt John Boyd, HQ AFMEA/AEDB, DSN: 487-5910.

**3. Application Instructions.** Use the following procedures:

3.1. **Step 1.** Determine if the wing in question earns a historian according to the purpose paragraph (the first paragraph on page 1).

3.2. **Step 2.** Core (Fixed). Allocate 1 manpower requirement to each applicable wing on base.

3.3. **Step 3.** Variance. Obtain variance manpower requirements from Attachment 3, Approved Variances. MAJCOMs may submit other proposed variances when mission requirements change. Proposed variances should be submitted to AFMEA/AED on AF Form 1068, **Work Center Analysis Record**. AFMEA/AED will recommend approval or disapproval on proposed variances and forward them to HQ USAF/HO who, in coordination with HQ USAF/PE, will provide the submitting MAJCOM a decision on each proposed variance.

3.4. **Step 4.** Sum the results of Steps 2 and 3 to determine a base's total Wing History requirement. Refer to the standard manpower table at Attachment 2 to determine required skills and grades.

3.5. **Step 5.** Before deleting any authorizations, refer to HQ USAF/HO's letter dated 25 Feb 93 and HQ USAF/PER's letter dated 22 Apr 93 (paragraph 3b) for phased implementation. These are available from MAJCOM/HO/XPM.

**4. Statement of Conditions.** The amount of historian workload generated by an average wing is relatively constant from one to another. Approved variances describing unusual circumstances are at Attachment 3.

BENJAMIN N. CHAPMAN, Lt Col, USAF  
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## Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

## **PROCESS ORIENTED DESCRIPTION**

### **WING HISTORY**

#### **A1.1. PRESENTS HISTORICAL INFORMATION:**

- A1.1.1. ANSWERS HISTORICAL INQUIRY.
- A1.1.2. ACCOMPLISHES SPECIAL STUDY.
- A1.1.3. ACCOMPLISHES MONOGRAPH.
- A1.1.4. ACCOMPLISHES OTHER HISTORICAL PROJECT.

**A1.2. COMPILES HISTORICAL REPORT.** Collects, evaluates, interprets, and compiles historically significant information into periodic report.

**A1.3. MAINTAINS HISTORICAL REPOSITORY.** Assembles and maintains documentation and reference material.

#### **A1.4. PREPARES FOR CONTINGENCY DEPLOYMENT:**

- A1.4.1. DEVELOPS HISTORY ANNEX TO UNIT CONTINGENCY AND OPERATIONS PLAN.
- A1.4.2. MAINTAINS CONTINGENCY CLOTHING AND EQUIPMENT.
- A1.4.3. MAINTAINS CURRENCY IN MOBILITY TRAINING AND PARTICIPATES IN CONTINGENCY OPERATION (E.G., EXERCISE, INCIDENT, NATURAL DISASTER).

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Wing History/101A			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Historian Superintendent*	3H091	SMS				1					
Historian Crftmn**	3H071	MSG			1						
Historian Crftmn**	3H071	TSG		1							
Historian Jrnymn**	3H051	SSG	1	1	1	1					
TOTAL			1	2	2	2					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

\* Authorized for NAF variance at: Shaw, Davis-Monthan, Osan, Travis, McGuire, Yokota, and at other wings collocated with a NAF as specified by the AF/HO Enlisted Program Manager.

\*\* The MAJCOM requirements technician will contact the AF/HO Enlisted Program Manager to determine if a grade higher than Staff Sergeant is required. For example: A Chief Master Sergeant may be required at Shaw AFB due to deployment responsibilities.

**APPROVED VARIANCES****WING HISTORY**

**A3.1. Title.** Positive Mission Variance for Multi-System Wing.

A3.1.1. **Definition.** Large, complex wings operating five or more squadrons of at least two dissimilar aerospace vehicles with different missions (e.g., "composite" wings).

A3.1.2. **Impact.** +1.0 manpower requirement.

★A3.1.3. **Applicability.** Applies to Davis-Monthan (355 WG), Holloman (49 FW), Kadena (18 WG), Hurlburt (16 SOW), Langley (1 FW), Moody (347 WG), Offutt (55 WG), Nellis (57 WG), Pope (23 WG), Mountain Home (366 WG), Tinker (552 ACW), Elmendorf (3 WG), and Randolph (12 FTW) only.

**A3.2. Title.** Positive Mission Variance for Diverse Mission.

A3.2.1. **Definition.** Wings of exceptional size (i.e., twice the size of the objective wing or larger) with either significant deployment requirements or complex missions.

A3.2.2. **Impact.** +1.0 manpower requirement.

★A3.2.3. **Applicability.** Applies to Ramstein (86 WG), Altus (97 AMW), Seymour Johnson (4 WG), Sheppard (82 TW), Keesler (82 TW), Vandenberg (30 SPW), and Lackland (7 TW) only.

**A3.3. Title.** Positive Mission Variance for Numbered Air Force (NAF) Workload.

A3.3.1. **Definition.** Wings collocated with an operational NAF HQ having combat deployment, combat employment, and/or overseas area responsibilities and no historian on the NAF staff.

A3.3.2. **Impact.** +1.0 manpower requirement.

A3.3.3. **Applicability.** Applies to Aviano (31 FW), Davis-Monthan (355 FW)\*\*, F.W. Warren (90 MW), McGuire (438 AW), Mildenhall (100 ARW), Osan (51 WG), Sembach (86 WG), Shaw (363 FW)\*\*, Travis (60 AW), and Yokota (374 AW) only.

\*\* ACC will assign these authorizations to 9AOG and 12AOG, respectively.

**A3.4. Title.** Positive Mission Variance for Wing Equivalent Units.

A3.4.1. **Definition.** A group, squadron, or center approximating a wing in organization or size. It has a distinct and separate mission that warrants separate historical documentation.

A3.4.2. **Impact.** +1.0 manpower requirement.

A3.4.3. **Applicability.** Applies to Alconbury (352 SOG), Kadena (353 SOG), Minot (91 MG), Grand Forks (321 MG), and Whiteman (351 MG).

**PROCESS ANALYSIS SUMMARY****WING HISTORY**

<b>PRIORITY</b>	<b>PROCESS TITLE</b>	<b>CORE MAN-HOURS</b>	<b>FRACTIONAL MANPOWER</b>
1	Presents Historical Info	48.21	0.30
2	Compiles Historical Rpt	80.35	0.50
3	Maintains History Repository	24.10	0.15
4	Prepares for Contingency Deployment	8.03	0.05
<b>TOTAL FRACTIONAL MANPOWER</b>			1.00

<b>PRIORITY</b>	<b>PROCESS TITLE</b>	<b>PROJECTED WORKLOAD</b>
1	Presents Historical Info	Indeterminate. Could be driven by local conditions.
2	Compiles Historical Rpt	Two historical reports/yr
3	Maintains History Repository	Three linear feet of documentation per year
4	Prepares for Contingency Deployment	Training as required